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| **JOB DESCRIPTION** |
| **JOB TITLE**  | Head of Department, Business Studies |
| **SALARY ENHANCEMENT** | TLR £3,017 pa  |
| **LOCATION**  | Trinity School Sevenoaks |
| **RESPONSIBLE TO:**  | Senior AHT and Head of Sixth Form |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder**  |
| **Post Overview**The role of Head of Department is to lead and manage the Business Studies department to ensure that the teaching of Business Studies at Trinity School is of the highest possible standard and that value is added to the attainment of all students across all Key Stages |
| **Specific Responsibilities for this Post*** To monitor and evaluate standards of teaching and learning in the department
* To monitor and evaluate standards of behaviour within the department, supporting colleagues to achieve best practice
* To ensure that the Business Studies curriculum and Schemes of Work are appropriate for and accessible to all students
* To manage the process of reporting to parents
* To ensure that assessment data is used effectively within the department to raise achievement
* To contribute to the School Improvement Plan by helping to implement the Department Development Plan
* To take part in the Appraisal process to ensure it is a genuine tool for departmental improvement
* To ensure that there are increasing opportunities for enrichment of learning through visits and activities outside of the day-to-day curriculum
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| **Other Responsibilities*** To undertake other duties from time to time discussed with the Headteacher and Senior AHT/Head of Sixth Form where appropriate.
* To support the aims and ethos of the school
* To be an excellent role model and set an excellent example in terms of punctuality, attendance and expectations of pupil behaviour.
* To manage and lead team and planning meetings (where reasonably possible and at the discretion of all staff concerned).
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| **Line Management**Business Studies teachers |
| **Notes*** This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed.
* This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post
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Signed Employee: ……………………………………………….. Date: ………………………………….